



PHOENICIA UNIVERSITY

Admissions Office Policy:
Inquiries, Non-Discriminatory, Applications,
and Student Admissions

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I. Purpose and Goals

The Admissions Office at Phoenicia University (PU) is committed to upholding the highest standards of excellence in higher education. This policy outlines the objectives of our admissions process, ensuring that all inquiries, applications, and student admissions are conducted equitably, transparently, and efficiently. Our primary goals include:

- Providing equal opportunities for all applicants.
- Promoting diversity within our student body.
- Complying with relevant laws and regulations.

II. Scope

This policy encompasses the entire admissions process, from initial inquiries to final student admission, for all freshman, undergraduate, and graduate programs offered at PU.

III. Equality and Diversity

At PU, we are dedicated to fostering an inclusive and respectful environment. Discrimination, harassment, and bias are not tolerated within our community. We uphold the principles of equality and diversity, ensuring that every member of the PU community, as well as prospective students, is treated with the utmost respect and fairness. Our commitment extends to offering equal opportunities for individuals regardless of age, gender, marital status, race, ethnicity, or nationality, except where specified by applicable law.

In line with this commitment and the principles outlined in the **Women's Access and Participation Policy**, PU supports equitable access to higher education by ensuring that financial aid opportunities are available through fair and transparent processes. The University remains committed to promoting gender equality and women's empowerment by reducing financial barriers and supporting the participation and success of women across all academic programs.

IV. Admission and Support for Applicants with Disabilities

PU welcomes applicants with disabilities and is committed to providing an inclusive, accessible, and supportive learning environment. PU provides reasonable accommodations and support services based on the individual needs of students, including:

- **Physical Accessibility:** Accessible campus facilities, including ramps, accessible restrooms, wheelchair access, and other appropriate mobility accommodations.
- **Academic Accommodations:** Reasonable academic support, such as extended time during examinations, assistive technologies, specialized devices, accessible learning materials, and other appropriate accommodations.
- **Social Support:** Specialized devices, physical therapy, guidance, counseling, peer support, and assistance in participating fully in university activities and campus life.
- **Financial Assistance:** Scholarships, financial aid, or other available forms of financial support for eligible students with disabilities.

V. Accountability

Accountable/ Responsible Officer	Role
Accountable Officer	Director of the Quality Assurance and Accreditation Office
Responsible Officer	Director of the Admissions Office

VI. Admission Requirements

a. Undergraduate

PU's undergraduate programs offer diverse academic opportunities across various disciplines. Students can choose from a wide array of majors, supported by experienced faculty and state-of-the-arts facilities. Our programs emphasize hands-on learning, and critical thinking, preparing students for successful careers and further academic pursuits.

For undergraduate applications, the following documents are required:

- One passport-sized photo;
- A copy of your identity card or passport;
- A sealed and stamped envelope from the school containing your official transcripts for grades 10 and 11;

- Official certificate for the Lebanese Baccalaureate or its recognized equivalent by the Lebanese Ministry of Education and Higher Education;
- Official scores for internationally recognized English language proficiency examinations (IELTS, TOEFL, SAT, or Duolingo), if taken. Alternatively, applicants can opt to sit for the PU Undergraduate English Language Placement Test; and
- A non-refundable application fee of 800,000 LBP, which includes charges for the application, PU Undergraduate Major Placement Test(s), and PU Undergraduate English Language Placement Test.

The Admissions Committee at PU will conduct a comprehensive review of each application, considering the following factors:

- Official transcripts for grades 10 and 11
- PU Undergraduate Major Placement Test(s) results, required for each specific major applied for English Language Placement Test results
- Lebanese Baccalaureate official exam results or its recognized equivalent by the Lebanese Ministry of Education and Higher Education

PU Undergraduate English Language Criteria

Prospective applicants to PU must fulfill the University's undergraduate English language proficiency requirements. This can be achieved by either participating in the PU Undergraduate English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, SAT, or Duolingo).

Language assessments for Duolingo, TOEFL, SAT, and IELTS:

PU English Level	PU English Placement Test	Duolingo	TOEFL(IBT)	SAT (Evidence-Based Reading and Writing)	IELTS (Academic)
PU-INEG 200	50-77	Between 80-100	Between 55-69	Needs to sit for PU EPT if scoring less than 540	Between 4.5-5

PU English Level	PU English Placement Test	Duolingo	TOEFL(IBT)	SAT (Evidence-Based Reading and Writing)	IELTS (Academic)
PU-INEG 300	78-103	Less than 115	Less than 90		Between 5.5-6
PU-ENGL 101	104-131	Less than 135	Less than 111	540-590 plus an interview is required	6.5
PU-ENGL 201	132-150	135 or higher	111 or higher plus an interview is required	600 or higher plus an interview is required	7 or higher

b. Freshman

Additional required documents from candidates applying to the freshman program include:

- The official freshman permission from the Lebanese Ministry of Education and Higher Education
- Official SAT I or ACT result
- Official transcript for Grade 12

SAT or ACT results prior to admission as follow:

- Science Track: A minimum of 950 on SAT or 17 on ACT
- Arts Track: A minimum score of 870 on SAT or 15 on ACT

PU Freshman English Language Criteria

Prospective applicants to PU must fulfill the University's Freshman English language proficiency requirements. This can be achieved by either participating in the PU Freshman English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, SAT, or Duolingo).

Language assessments for Duolingo, TOEFL, SAT, and IELTS:

PU English Level	Duolingo	TOEFL(IBT)	SAT (Evidence-Based Reading and Writing)	IELTS (Academic)
PU-INEG 200	Between 80-100	Between 55-69	Needs to sit for PU EPT if scoring less than 540	Between 4.5-5
PU-INEG 300	Less than 115	Less than 90		Between 5.5-6
PU-ENGL 101	115 or higher	90 or higher	540 or higher	6.5 or higher

Participation in an interview will also be required.

It is important to note that Freshman students can only be placed in the following PU English Levels: INEG 200, INEG 300, or ENGL 101.

c. Graduate – Master of Business Administration

PU offers a targeted graduate program designed to provide specialized education and advanced training in high-demand fields. The MBA program with a focus in AI and Data Science - stands out - by equipping students with essential skills in emerging technologies. Led by industry-experienced faculty, this program integrates theoretical knowledge with practical applications, preparing graduates for leadership roles in data-driven industries.

For the graduate application, the following documents are required:

- A photocopy of identity card or passport;
- Completion of the online MBA admission application form;
- Submission of one recent photograph;
- Equivalency of the applicant's Bachelor's Degree from the Lebanese Ministry of Education and Higher Education;
- Official transcripts from the university of origin, including the overall GPA;
- Submission of a recommendation letter from a professor or employer;
- An updated resume;
- Additionally, candidates will participate in an interview with the Admissions committee;
- Applicants from universities where English is not the language of instruction must provide evidence of English proficiency by taking either the IELTS, TOEFL, Duolingo, or undergoing the Graduate PU English Placement Test; and
- A non-refundable application fee of 1,000,000 LBP.

PU Graduate English Language Criteria

Prospective applicants must fulfill the University's graduate English language proficiency requirements. This can be achieved by either participating in the PU Graduate English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, or Duolingo).

Language assessments for Duolingo, TOEFL, and IELTS:

English Proficiency Assessment	Duolingo	TOEFL (IBT)	IELTS (Academic)
Meets English language proficiency requirements	135 or higher	111 or higher	7 or higher
Does not meet English language proficiency requirements	Less than 110	Less than 90	Less than 6.5

Enrollment Options

The MBA program at PU provides two flexible enrollment options to suit your needs. Students can select between full-time enrollment or part-time scheduling for added flexibility. Full-time students have up to four years to meet their degree requirements, while part-time students can take up to five years to attain their degree.

Probationary Admission

Applicants accepted by the Admissions Committee on a probationary basis must complete their first semester with a minimum grade in accordance with our academic criteria in every course, without any repeats, and with a minimum GPA that meets our academic standards. Otherwise, they will be dismissed.

Foundation Courses

Applicants who possess non-bachelor degrees in Business Administration may be required to complete a specified number of foundation courses with a maximum of 15 credits. The foundation courses are designed to provide applicants who come from non-business academic

backgrounds with essential knowledge in the field of business studies. It is worth noting that the grades acquired in these foundation courses will not be factored into the calculation of the GPA.

Transfer Credits

A maximum of 12 credits may be considered for transfer from another institution of higher education that possesses academic standing equivalent to that of PU.

d. Graduate – Master of Laws

Phoenicia University offers a distinguished graduate program designed to deliver advanced legal education and cultivate specialized expertise in key areas of law. Our Master of Laws (LL.M.) in Commercial Regulation, Litigation, and Arbitration is distinguished by its comprehensive curriculum that equips students with deep legal knowledge, analytical skills, and practical experience essential for success in high-level legal careers.

Under the guidance of seasoned legal scholars and practitioners, this program integrates academic rigor with practical application, preparing graduates for diverse roles in legal practice, academia, policymaking, and international institutions.

For your graduate application, kindly ensure you include the following documents:

- Completion of the online Master of Laws (LLM) admission application form
- A photocopy of identity card or passport
- One passport-sized photo
- A Bachelor's degree in Law (three or four years) from a recognized university accredited by the Lebanese Ministry of Education is required, along with official equivalency of the degree
- Official transcripts from the university of origin, including the overall GPA
- Official certificate for the Lebanese Baccalaureate or its recognized equivalent by the Lebanese Ministry of Education and Higher Education
- Submission of a recommendation letter from a professor or employer
- An updated resume

- Additionally, candidates will be required to participate in an interview with the Admissions Committee
- Applicants from universities where English is not the language of instruction must demonstrate English proficiency by submitting scores from the IELTS, TOEFL, Duolingo English Test, or by taking the Graduate PU English Placement Test
- A non-refundable application fee of 1,000,000 LBP

PU Graduate English Language Criteria

Prospective applicants must fulfill the University's graduate English language proficiency requirements. This can be achieved by either participating in the PU Graduate English Language Placement Test or by submitting results from internationally recognized English language proficiency examinations (such as IELTS, TOEFL, or Duolingo).

Language assessments for Duolingo, TOEFL, and IELTS:

English Proficiency Assessment	Duolingo	TOEFL (IBT)	IELTS (Academic)
Meets English language proficiency requirements	135 or higher	111 or higher	7 or higher
Does not meet English language proficiency requirements	Less than 110	Less than 90	Less than 6.5

Enrollment Options

The Master of Laws (LL.M.) program at Phoenicia University offers two flexible enrollment tracks designed to accommodate both working professionals and full-time students:

- Full-time enrollment: Students may take up to 1.5 - 2 years to complete the degree requirements.
- Part-time enrollment: Students may extend their studies over a maximum of five years, offering greater flexibility to balance professional and academic commitments.

Probationary Admission

Applicants accepted by the Admissions Committee on a probationary basis must complete their

first semester with a minimum grade in accordance with our academic criteria in every course, without any repeats, and with a minimum GPA that meets our academic standards. Otherwise, they will be dismissed.

Passing Grade for the Master of Laws Courses

A grade of C or above is required to successfully pass each Master of Laws course.

Transfer Credits

A maximum of 6 credits may be considered for transfer from another institution of higher education that possesses academic standing equivalent to that of PU.

VII. Undergraduate Credit Transfer and Recognition of Prior Learning

At Phoenicia University, we value diverse qualifications and recognize prior learning by accepting credits from other higher education institutions. PU is committed to ensuring a fair and transparent credit transfer process, supporting your educational journey with comprehensive evaluations and decisions based on academic merit.

Credit Transfer Policy

Credit may be granted for courses successfully completed at other higher education institutions or within PU, subject to the following procedures:

1. External Transfer of Credits

PU may accept courses completed at other higher education institutions, subject to:

- Evaluation by the relevant department.
- Recognition by the External Credit Transfer Committee (ECTC), which assesses each application on a case-by-case basis, considering the applicant's educational background and the institution awarding the courses or degree.

A final decision on each transfer application, made at the sole discretion of the ECTC, which is then communicated to the applicant by the Admissions Office.

Procedures for External Credit Transfer Applications:

- Applicants must submit their Admission Application along with certified copies of transcripts and course descriptions for the courses for which credit is requested to the Admissions Office.
- The Admissions Office forwards the transcripts and course descriptions to the relevant colleges to determine which courses may be waived.
- The colleges provide their recommendations to the Admissions Office, which refers the application to the ECTC for final approval. This ensures that the principles, procedures, and processes for recognizing prior learning and granting course waivers are consistent across all colleges.
- Once the ECTC has assessed the application, it informs all relevant departments (College, Admissions, Registrar, and IT) of the final decision for implementation and record-keeping.

2. Internal Transfer of Credits within PU

Students seeking an internal transfer within PU will have their applications assessed by the Internal Credit Transfer Committee (ICTC) based on their GPA, academic performance, and the nature of courses completed.

- Since the Fall 2021–2022 semester, if an internal transfer application is rejected, the student may submit up to two additional applications, with a maximum of three applications to a specific major, unless otherwise determined by the ICTC.
- Once an internal transfer application is approved, students may petition the ICTC to waive any foundation courses that do not apply to the newly transferred major.
- Such requests are assessed on an individual basis, considering the content and relevance of the courses in question.

VIII. PU Entrance Assessment

Prospective undergraduate applicants seeking admission to PU must undergo the PU Undergraduate English and Major Placement Test(s), designed to assess their proficiency in specific subjects tailored to their chosen majors.

Required PU Undergraduate Entrance Assessment by Major

- Applicants for the Bachelor of Architecture program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the Architecture Math and Advanced Math placement tests
- Applicants for the Bachelor of Business Administration program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the General Math placement test
- Applicants for the Bachelor of Arts in Communication and Social Media program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the General Math placement test
- Applicants for the Bachelor of Science in Computer Science program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the Advanced Math placement test
- Applicants for the Bachelor of Engineering in Civil and Environmental, Mechanical, Electrical and Communication and Petroleum Engineering programs should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the Advanced Math placement test
- Applicants for the Bachelor of Science in Public Health program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the General Math placement test
 - Sit for the Chemistry placement test
 - Sit for the Biology placement test
 - Sit for the General Public Health placement test
- Applicants for the Bachelor of Arts in Speech Therapy program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the General Math placement test
 - Sit for the Biology placement test
 - Sit for the Speech Therapy Arabic placement test
- Applicants for the Bachelor of Science in Nursing program should:
 - Meet the PU Undergraduate English language criteria

- Sit for the General Math placement test
- Sit for the Biology placement test
- Sit for the Chemistry placement test
- Applicants for the Bachelor of Law program should:
 - Meet the PU Undergraduate English language criteria
 - Sit for the General Knowledge Arabic placement test
- Applicants for the Master of Business Administration program should:
 - Meet the PU Graduate English language criteria
- Applicants for the Master of Laws program should:
 - Meet the PU Graduate English language criteria

IX. Tuition and Fees

At PU, we are committed to ensuring education is accessible and that our students and applicants are well-informed about the financial aspects of their academic journey.

Tuition and fees details are categorized as follows:

a. Freshman Tuition and Fees

As a non-profit institution, PU is committed to offering a high quality, yet affordable education. Tuition fees are charged on a credit basis as follows:

- A maximum of 15 credit hours per semester for freshman students.
- Each student needs to pay 27% of his/her tuition fees per semester in fresh dollars.
- For the rest of the tuition, students need to pay the remaining percentage in Lebanese pounds according to the following exchange rate: \$1.00 being equivalent to LL 25,000.

Please find below the corresponding fees for the Freshman Program.

College of Arts and Sciences

Program	Per Credit
Freshman	\$200

b. Undergraduate Tuition and Fees

As a non-profit institution, PU is committed to offering a high quality, yet affordable education. Tuition fees are charged on a credit basis as follows:

- A maximum of 17 credit hours per semester for undergraduates

Tuition Fees vary depending on the major and relevant college selected by students and should be paid as follows:

- Each student needs to pay 27% of his/her tuition fees per semester in fresh dollars.
- For the rest of the tuition, students need to pay the remaining percentage in Lebanese pounds according to the following exchange rate: \$1.00 being equivalent to LL 25,000.

Please find below the list of majors and their corresponding fees.

College of Arts and Sciences

Undergraduate Degrees	Per Credit
Bachelor of Arts in Communication and Social Media	\$195
Bachelor of Science in Computer Science	\$195

College of Business

Undergraduate Degrees	Per Credit
Bachelor of Business Administration	\$195
Master of Business Administration	\$210

College of Engineering

Undergraduate Degrees	Per Credit
Bachelor of Engineering in Petroleum Engineering	\$220
Bachelor of Engineering in Civil and Environmental Engineering	\$220

Bachelor of Engineering in Mechanical Engineering	\$220
Bachelor of Engineering in Electrical and Communication Engineering	\$220

College of Public Health

Undergraduate Degrees	Per Credit
Bachelor of Science in Public Health	\$195
Bachelor of Arts in Speech Therapy	\$195
Bachelor of Science in Nursing	\$195

College of Law and Political Science

Undergraduate Degrees	Per Credit
Bachelor of Law	\$180
Master of Laws	\$200

College of Architecture and Design

Undergraduate Degrees	Per Credit
Bachelor of Architecture	\$210

Other Programs

Intensive English Program	Per Credit
Intensive English Courses	\$200

c. Graduate Tuition and Fees

As a non-profit institution, PU is committed to offering a high quality, yet affordable education. Tuition fees are charged on a credit basis as follows:

- A maximum of 9 credit hours per semester for graduates

Tuition Fees vary depending on the major and relevant college selected by students and should be paid as follows:

- Each student needs to pay 100% of his/her tuition fees per semester in fresh dollars.

Please find below the list of majors and their corresponding fees.

College of Business

Graduate Degrees	Per Credit
Master of Business Administration	\$210

Thank You

